

LOCATION	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11
DFAS/Indianapolis, IN (Basic)	18-22 Oct 10	1-5 Nov 10	6-10 Dec 10	10-14 Jan 11	7-11 Feb 11	7-11 Mar 11	4-8 Apr 11	2 - 6 May 11	6-10 Jun 11	11-15 Jul 11	1-5 Aug 11	29 Aug - 2 Sep 11
DFAS/Indianapolis, IN (Basic)							11-15 Apr 11	9-13 May 11	13-17 Jun 11		8-12 Aug 11	12-16 Sep 11
DFAS/Indianapolis, IN (Advance)	4-8 Oct 10	15-19 Nov 10		24-28 Jan 11	14-18 Feb 11	21-25 Mar 11	18-22 Apr 11	16-20 May 11	20-24 Jun 11	18-22 Jul 11	15-19 Aug 11	19-23 Sep 11
DFAS/Indianapolis, IN (T3)		29 Nov - 3 Dec 10		31 Jan - 4 Feb 11		28 Mar - 1 Apr 11		23-27 May 11		25-29 Jul 11		26-30 Sep 11
DFAS/Indianapolis, IN (DMM)			13-17 Dec 10		28 Feb - 4 Mar 11		25-29 Apr 11		27 Jun - 1 Jul 11		22-26 Aug 11	

CLASS	CODE	PREREQUISITES
Basic DTA Class (3.5 day)		Either currently performing the duties of a Defense Travel ADMINISTRATOR or going to be a DTA in the near future. Class not for Travelers/AO/ Users. Completed COL training.
Advanced DTA Class (3 day)		Have attended a Basic DTA class (include copy of certificate) and have 6 months experience OR have 1 years experience AND have a recommendation from the LDTA and/or supervisor to attend the course. Completed COL training.
DTA Train-the-Trainer (3.5 day)		Have attended a Basic DTA class (include copy of certificate) and have 6 months experience OR have 1 year experience AND have a recommendation from the LDTA and/or supervisor to attend course. Same prerequisites as the Advance DTA Class and have been chosen by National Guard, Reserve or DFAS Army management to be a DTA Trainer. Completed COL training.
Debt Management Monitor (3.5 day)		Have attended a Basic DTA class (include copy of certificate) and have 6 months experience OR have 1 year experience AND have a recommendation from the LDTA and/or supervisor to attend course. Same prerequisites as the Advance DTA Class and have been chosen by National Guard, Reserve or DFAS Army management to be a DTA Trainer. Completed COL training.

### NOTES

**All classes beginning promptly on Tuesday at 0800 and end approximately at 1630 everyday unless otherwise noted. On Friday, class will beginning at 0800 and will end by noon. Monday and Friday afternoon of the above training dates are the travel days. Please do not make travel arrangements prior to noon on Fridays.**

### Addresses and/or Directions

**DFAS-IN:** DFAS-IN is located in Building 1 on the historic Fort Benjamin Harrison Army post in Marion County, about 30 miles from the airport. Follow Herbert Lord Road to the back (big parking area) of Building 1 on the post. Address for DFAS-IN: 8899 East 56th Street, Indianapolis, IN 46249.

Army Defense Travel Administrator (DTA) Training is being held at  
Defense Finance and Accounting Services – Indianapolis  
8899 East 56<sup>th</sup> Street Column 324CC-1  
Indianapolis, IN 46249-0002  
on the following dates:

0800-1630 Tuesday – Thursday  
0800-1200 Friday

Email request with a copy of the completed registration form and a copy of your COL training certificate to [Armydtsinquiries@dfas.mil](mailto:Armydtsinquiries@dfas.mil). **Requests must be submitted no less than 30 days prior to the class start date.** If your request is accepted, you will receive an email confirming your class date. **The training request message must be digitally signed and encrypted to ensure security of the message and attachments.**

On Tuesday of your training week, be sure to arrive early enough to allow time to check in with security at the South entrance of Major General Emmett J. Bean Federal Center (Building 1). Open parking is available beyond the Handicap/car pool slots in the back of Building 1. No parking pass is required, and your government CAC allows you access to the building. Upon arrival, telephone your host to meet you on the first floor and sign you in. Your host must be present before you can be signed in as a visitor if you **do not possess a CAC**. If signed in as a visitor, your host must escort you to your meeting place and all other destinations while in Building 1.

**Note: If you miss more than two (2) hours of your scheduled training session you may continue, but you will not receive a DTA training certificate. If you do not arrive on Tuesday morning and do not call, your seat will be given to someone on the stand-by list.**

**officials and certifying officers is for all Army certifying officers and departmental accountable officials, including anyone DMMs, anyone who fills any DTA role or anyone who certifies the expenditure of funds (e.g., authorizing officials, certifying officers, transportation officers using DTS). If you have not taken the training, or if you have not taken the training within the last year, please complete this training prior to attending class.**

**Certifying Officer Legislation (COL) training requires access to Travel Explorer (TRAX).**

1. Access TRAX using the following link:

<https://www.defensetravel.dod.mil/Passport>

2. Sign in using your CAC or login and password. (If you do not have a login/password for TRAX, click **Register** tab and you will be allowed to create an account.)
3. Click on the **Training** tab at the top of the page.
4. Click the **View All** radio button.
5. Launch the **AO/RO –training for Accountable Officials and Certifying Officials (COL)** training.
6. Complete the training.
7. Print the training certificate
8. Provide COL training certificate along with other registration documents when you apply for training

### **Directions:**

From Indianapolis International Airport

(1.0 Mi)

2. Keep **RIGHT** at the fork to continue on COLONEL H. WEIR COOK MEMORIAL DR. (0.8 Mi)
3. Take the ramp toward I-70 W/ ST LOUIS/ SOUTH AMERIPLEX PKWY/ I-70 E/ I-465/ I-74/ INDIANAPOLIS. (0.2 Mi)
4. Take the ramp toward I-70 E/ I-465/ INDIANAPOLIS/ I-74. (0.5 Mi)
5. Merge onto I-465 S toward I-465 S/ I-74 E. (24.8 Mi)
6. Take the 56TH ST. exit, EXIT 40, toward SHADELAND AVE. (0.6Mi)
7. Take the 56TH ST. ramp. (0.2 Mi)
8. Turn **RIGHT** onto E 56TH ST. (1.8 Mi)
9. End at 8899 E 56th St Indianapolis, IN 46249-0002.

County about 30 miles from the airport. Follow Herbert Lord Road to the back of Building 1 on the post.

Estimated Time: 39 minutes      Estimated Distance: 29.91 miles

### **Transportation:**

minutes from DFAS-IN. Highways, and traffic are pretty easy to deal with in the Indianapolis area. There are not any airport shuttles that cover the Marion County area, so a hotel shuttle to the airport, or taxi would be your only option. Unless you have a ride to DFAS-IN, a taxi to and from the hotel to the site would be your only choice without a rental car.

Hotel Name	Miles to DFAS-IN	Phone	Address	Comments/Details	Gov Rate	Website
Amerisuites-Keystone	9.73 mi	317-843-0064	9104 Keystone Crossing	Info	Yes	Hotel Webpage: <a href="http://amerisuites.com/reservations/locationdetail.asp?facid=4023">http://amerisuites.com/reservations/locationdetail.asp?facid=4023</a>
Best Western Hotel	6.85 mi	317-842-9190	8300 Craig Street	Info	Yes	Hotel Webpage: <a href="http://book.bestwestern.com/bestwestern/productinfo.do?jsessionid=FF6A8695ABF420329345CF4F5EF59C7D?propertyCode=15060">http://book.bestwestern.com/bestwestern/productinfo.do?jsessionid=FF6A8695ABF420329345CF4F5EF59C7D?propertyCode=15060</a>
<b>Candlewood Suites Extended Stay Hotel-Castleton, IHG/Holiday Inn Family Hotel</b>	<b>6.68 mi</b>	<b>317-595-9292</b>	<b>8111 Bash Street</b>	<b>Full Kitchens, Free Wireless Internet, Free laundry facilities, Fitness Center onsite or Free use of Lifetime Fitness Facility in Castleton, Indoor pool and hot tub, Free business center, Candlewood Cupboard mini-convenience store onsite. Guests earn Priority Club points for their stay.</b>	<b>Yes</b>	<b>HOTEL WEBPAGE: <a href="http://www.candlewoodsuites.com">www.candlewoodsuites.com</a></b>
Comfort Inn and Suites	3.6 mi	(317) 823-7711	5755 German Church Road, Indianapolis, IN 46236	Non-smoking - Free deluxe continental breakfast - Free wireless high-speed Internet access in all rooms - Free local calls - Pet-friendly hotel (nightly fee)	Yes	Hotel Website: <a href="http://www.comfortinn.com/ires/en-US/html/HotelInfo?hotel=IN225&amp;sid=w7s2i.9G3gmg0iZg.2&amp;sarea=8144&amp;sname=Lawrence&amp;sstate=IN&amp;scountry=US&amp;radius=40.23&amp;slat=39.8386&amp;slon=-86.0253&amp;schain=CI&amp;scity=Lawrence&amp;sort=&amp;nroom=1&amp;nadult1=1&amp;nchild1=0&amp;nadult2=1&amp;nchild2=0&amp;nadult3=1&amp;nchild3=0&amp;nadult4=1&amp;nchild4=0&amp;nadult5=1&amp;nchild5=0">http://www.comfortinn.com/ires/en-US/html/HotelInfo?hotel=IN225&amp;sid=w7s2i.9G3gmg0iZg.2&amp;sarea=8144&amp;sname=Lawrence&amp;sstate=IN&amp;scountry=US&amp;radius=40.23&amp;slat=39.8386&amp;slon=-86.0253&amp;schain=CI&amp;scity=Lawrence&amp;sort=&amp;nroom=1&amp;nadult1=1&amp;nchild1=0&amp;nadult2=1&amp;nchild2=0&amp;nadult3=1&amp;nchild3=0&amp;nadult4=1&amp;nchild4=0&amp;nadult5=1&amp;nchild5=0</a>
Courtyard Castleton	6.72 mi	317-576-9559	8670 Allisonville Rd.	Info	Yes	Hotel Webpage: <a href="http://marriott.com/property/propertypage.mi?marshaCode=INDCS">http://marriott.com/property/propertypage.mi?marshaCode=INDCS</a>
Crowne Plza Hotels & Resorts	14.73 mi	317-631-2221	123 W. Louisiana Street, Indianapolis, IN 46225		Yes	Hotel Webpage: <a href="http://crowneplaza.com/ind-downtown">http://crowneplaza.com/ind-downtown</a>
Extended Stay Hotel - Castleton	5.11 mi	317-596-1288 or 800-EXT-STAY	7940 N. Shadeland Ave	Kitchen with refrigerator, microwave, and stovetop	Yes	Hotel Webpage: <a href="http://extendedstayhotels.com">http://extendedstayhotels.com</a>
Hampton Inn Northeast/Castleton	6.44 mi	317-576-0220	6817 E. 82nd Street	Info	Yes	Hotel Webpage: <a href="http://hamptoninn.hilton.com/en/hp/hotels/index.html?jsessionid=NPAM2EPADINKWCSGBIU2VCQKIYFC3UUC?ctyhocn=INDNEHX">http://hamptoninn.hilton.com/en/hp/hotels/index.html?jsessionid=NPAM2EPADINKWCSGBIU2VCQKIYFC3UUC?ctyhocn=INDNEHX</a>

Hotel Name	Miles to DFAS-IN	Phone	Address	Comments/Details	Gov Rate	Website
Hilton Garden Inn	8.35 mi	1-317-577-5900	9785 North by Northeast Blvd.		Yes	Hotel Webpage: <a href="http://hiltongardeninn.hilton.com/en/gi/hotels/index.jhtml;jsessionid=F1IV3XWOJAFQ4CSGBIX2VCQKIYFCXUUC?ctyhocn=INDFHGI">http://hiltongardeninn.hilton.com/en/gi/hotels/index.jhtml;jsessionid=F1IV3XWOJAFQ4CSGBIX2VCQKIYFCXUUC?ctyhocn=INDFHGI</a>
Hilton North (formerly the Omni)	6.6 mi	317-849-6668	8181 N. Shadeland Ave	Info	Yes	Hotel Webpage: <a href="http://www.hilton.com/en/hi/hotels/index.jhtml;jsessionid=NPAM2EPADINKWCSGBIU2VCQKIYFC3UUC?ctyhocn=INDINHF">http://www.hilton.com/en/hi/hotels/index.jhtml;jsessionid=NPAM2EPADINKWCSGBIU2VCQKIYFC3UUC?ctyhocn=INDINHF</a>
Holiday Inn Express - Fishers, Indiana	8.34 mi	317-578-9000 (Hotel Front Desk)	9780 N. BY NE BLVD. I-69 EXT.3 96TH STREET	Business Services Copying - E-mail & Internet - Fax - PC available - Printer - Unstaffed Business Center - Analog Dial-up Service Available High Speed Internet Access - Wireless Data Connection (Initial Fee: \$10.00) - Kids Eat Free	Yes	Hotel Webpage: <a href="http://www.ichotelsgroup.com/h/d/hi/1/en/hotel/index?rpb=hotel&amp;crUrl=/h/d/hi/1/en/hotelsearchresults">http://www.ichotelsgroup.com/h/d/hi/1/en/hotel/index?rpb=hotel&amp;crUrl=/h/d/hi/1/en/hotelsearchresults</a>
Homewood Suites - At The Crossing	9.39 mi	317-253-1919	2501 E. 86th Street	Info	Yes	Hotel Webpage: <a href="http://homewoodsuites.hilton.com/en/hw/hotels/index.jhtml;jsessionid=4RKAESU2RZL4YCSGBIX2VCQKIYFCXUUC?ctyhocn=INDKCHW">http://homewoodsuites.hilton.com/en/hw/hotels/index.jhtml;jsessionid=4RKAESU2RZL4YCSGBIX2VCQKIYFCXUUC?ctyhocn=INDKCHW</a>
Indianapolis Marriott East	7.41 mi		7202 East 21st Street		Yes	
Jameson Inn of Castleton	6.8 mi	317-849-8555	8380 Kelly Lane	Signature Inns and Jameson Inns now owned by Longhouse Hospitality. Newly Renovated.	Yes	Hotel Webpage: <a href="http://www.jamesoninns.com/Hotel_Detail.asp?ID=112">http://www.jamesoninns.com/Hotel_Detail.asp?ID=112</a>
Omni Hotel (North)	6.61 mi	(317) 849-6668	8181 N. Shadeland Ave	Amenities: Bar/lounge on site, Business center, Cable TV, Coffee maker, Complimentary breakfast, Data line	Yes	<b>Near Community Hosp. North:</b> <a href="http://www.google.com/maps?hl=en&amp;lr=&amp;q=omni+hotel&amp;near=Indianapolis,+IN&amp;radius=0.0&amp;cid=39768333,-86158056,14012145934874481145&amp;li=lm&amp;ie=UTF8&amp;om=1&amp;z=14&amp;ll=39.910329,-86.043549&amp;spn=0.029956,0.057335&amp;iwloc=A">http://www.google.com/maps?hl=en&amp;lr=&amp;q=omni+hotel&amp;near=Indianapolis,+IN&amp;radius=0.0&amp;cid=39768333,-86158056,14012145934874481145&amp;li=lm&amp;ie=UTF8&amp;om=1&amp;z=14&amp;ll=39.910329,-86.043549&amp;spn=0.029956,0.057335&amp;iwloc=A</a>
Residence Inn by Marriott - Indianapolis/Fishers	8.31 mi	1-317-842-1111	9765 Crosspoint Boulevard, Fishers, Indiana		Yes	Hotel Website: <a href="http://www.hotels-rates.com/hotels_reservations/property/27479/">http://www.hotels-rates.com/hotels_reservations/property/27479/</a>
Sheraton Hotel & Suites Keystone	9.53 mi	317-846-2700	8787 Keystone Crossing	Info	Yes	Hotel Webpage: <a href="http://www.starwoodhotels.com/sheraton/search/hotel_detail.html?requestedChainCode=SI&amp;requestedAffiliationCode=SI&amp;goToRooms=yes&amp;lengthOfStay=1&amp;numberOfRooms=1&amp;numberOfAdults=1&amp;arrivalDate=2005-05-05&amp;departureDate=2005-05-06&amp;rpoi=&amp;propertyID=158&amp;rc">http://www.starwoodhotels.com/sheraton/search/hotel_detail.html?requestedChainCode=SI&amp;requestedAffiliationCode=SI&amp;goToRooms=yes&amp;lengthOfStay=1&amp;numberOfRooms=1&amp;numberOfAdults=1&amp;arrivalDate=2005-05-05&amp;departureDate=2005-05-06&amp;rpoi=&amp;propertyID=158&amp;rc</a>

Hotel Name	Miles to DFAS-IN	Phone	Address	Comments/Details	Gov Rate	Website
Staybridge Suites Fishers	8.35 mi	317-577-9500	9780 Crosspoint Blvd	Info	Yes	Hotel Webpage: <a href="http://www.ichotelsgroup.com/h/d/sb/1/en/hd/indfh?irs=null">http://www.ichotelsgroup.com/h/d/sb/1/en/hd/indfh?irs=null</a>
Suburban Extended Stay Hotel	6.72 mi	317-598-1914	8055 Bash Street	New in 2008, full kitchens, on site laundry, access to fitness club, guests can collect Choice reward points	Yes	HOTEL WEBPAGE: <a href="http://www.suburbanhotels.com/hotel-indianapolis-indiana-IN250">http://www.suburbanhotels.com/hotel-indianapolis-indiana-IN250</a>
Towne Place Suites by Marriott -- Keystone at the Crossing	8.35 mi	317-255-3700 or 800-257-3000	8468 Union Chapel Rd.	Info	Yes	Hotel Website: <a href="http://www.marriott.com/reservation/availability.mi?propertyCode=INDTK">www.marriott.com/reservation/availability.mi?propertyCode=INDTK</a>

	Registration Form
NAME	.
Full SSN (required for security verification)	.
PHONE #	.
EMAIL ADDRESS	.
TRAINING DATE REQUESTING	.
TYPE OF TRAINING	.
Role in DTS - ODTA, FDTA, NDEA, AO, Traveler	
SUPERVISOR NAME	.
SUPERVISOR EMAIL ADDRESS	.
ORGANIZATION	.
COL Certificate Attached	.